

**Water/Wastewater Commissioners’
Meeting Minutes
June 21, 2011**

Present: Robert E. Courage, Chairman
Michael E. Putnam, Vice-Chairman
Dale A. White, Member
David Boucher
Evelyn Gendron

Call to Order:

Chairman Courage called the meeting to order at 6:00 p.m.

Decisions:

Approval of Final Minutes – Vice-Chairman Putnam made the motion to approve the minutes of the meeting held on June 7, 2011. Chairman Courage seconded the motion. All voted in favor.

Approval of New Form: Secondary Meter Request Form – Superintendent Boucher presented the form prepared for billing and tracking purposes by Mrs. Jessica Hardwick, Water Utilities Billing Clerk, present during this meeting. He said this form should be included in Appendix C, page 8, of the Water Department Rules and Regulations, and goes beyond identification of entrance fees and installation fees by including meter horns and irrigation meters. Upon review and discussion with the of the Secondary Meter Request form, Commissioner White made the motion to approve the Secondary Meter Request form as presented. Vice-Chairman Putnam seconded the motion. All voted in favor.

Rules & Regulations Amendment – Abatement Request 90-Day Application Deadline – Superintendent Boucher said the current Water Department Rules and Regulations does not include an abatement request submission deadline for customers who wish to dispute their water and sewer bills to the Board of Commissioners for approval, while there is a deadline of 90 days within the RSAs for requesting an abatement of property tax bills. The commissioners’ reviewed the Taxpayers’s RSA 76:16 Abatement Application form, which cites instructions, and page 17 of the Milford Sewer Use Ordinance, submitted as informational examples. Mrs. Hardwick said that although she will not be present during the July 5, 2011 meeting, she will reference PUC guidelines and draft an Amendment to the Water Department Rules and Regulations for the commissioners’ review, specifying an abatement application deadline for water and sewer customers.

Discussion/Information Items:

Categorizing Commercial, Residential, and In-Home Businesses for Billing Purposes – Dean Street Superintendent Boucher said this is a continuation of the discussion held during the previous Board of Commissioner’s meeting regarding houses with commercial businesses being operated out of the garage on the property, such as the automotive business on Dean Street, and there are others throughout town, he said. He said some of these businesses have been billed as residential, some commercial. Mr.

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Boucher distributed and referred to page 17 of the Sewer Use Ordinance for illustration of the wording of Section 2.3, Building Sewers and Connections, with paragraph (B) highlighted:

“There shall be two (2) classes of building sewer permits: (a) for residential service single family or duplex units producing only domestic wastewater, and (b) for commercial including residential units greater than a duplex or industrial establishments.”

Chairman Courage said the amount of water usage within the business dictates how the billing should be categorized, and not all in-home businesses utilize water for the purposes of their business. Commissioner White questioned the differences of billing prices. Vice-Chairman Putnam said that the businesses without plumbing connections extending into their business locations should not be re-categorized as commercial. During discussion, Mrs. Hardwick reiterated the categorical differences in rates for water usage, \$3.33 vs. \$4.16. She said that she felt if a customer is being changed to a higher rate that they should be notified of the change. Superintendent Boucher said that he had been informed by the resident, Mr. Fulgoni, that his business has been visited in the past by a member of the Water Utilities Department concerning plumbing; Mr. Boucher offered to visit the Dean Street automotive business to verify the plumbing connection and confirm whether the billed rate is accurate. Vice-Chairman Putnam made the motion that Mr. Fulgoni’s Dean Street automotive business continue to be categorized as residential and that the files be noted that no inspection of the plumbing for this business is necessary. Chairman Courage seconded the motion. All voted in favor.

Septage Receiving Facility Project Update – Mr. Boucher said he had been told by Mr. Rene LaBranche, Stantec Consulting that the contract for this project had been sent to the NH DES for review and approval, and that he is awaiting an acceptance of the bid from Weston and Sampson. Commissioner White said that this seems to be taking longer than necessary. Mr. Boucher said that Mr. LaBranche will prepare a change order reflecting the cost updates and send that to the NH DES along with a recommendation to award and once the state sends the authorization to award, the commissioners may sign off on the award and it will be sent to Weston and Sampson. No action is necessary by the Board at this time, Mr. Boucher said.

Sewer Rate Study Update – Mr. Boucher said that Commissioner White, Chairman Courage and he had met with Mr. Sheehy, Direction of Financial Operations earlier in the day to go over the tables. He explained that he would update the tables and that after the financial audit, Mr. Sheehy would update the 2010 surplus information and the sewer entrance fees, then another meeting will be scheduled. Chairman Courage said that the tables will be presented in a slide show and handouts be prepared for distribution during the hearing explaining the establishment of a new sewer rate, with a new rate to be effective as of January 1, 2012, following a notice to customers within each of the districts by the billing clerk three months prior to the rate increase, therefore the notices should be sent in August/September. Mr. Courage said that Mr. Sheehy’s knowledge and cooperation is appreciated

Curtis Well Field Project Update – Superintendent Boucher distributed the email dated June 21, 2011, from Mr. Chris Berg, Wright-Pierce. Chairman Courage said he had been told by Gary Smith of Wright-Pierce that the project would be ready to go in two or three weeks. Mr. Boucher thought it would be ready by July 10th. Gallons-per-minute pumping rates will be discussed further so that standard operating procedures, pressures are sufficiently monitored, and cautionary measures are understood by all players.

Union Street Water Main Replacement Project Update – Superintendent Boucher distributed a draft schedule. Paving will occur on South, Nashua and Elm Streets at night, castings have been raised, and road detour plans will be shared with DPW, the Fire Department and Police by June 22nd. Chairman Courage cautioned Mr. Boucher that the railroad’s right of way not be encroached, and expects the project to be complete by mid-August, weather-permitting. Quotes are still expected. Commissioner White expressed contractor equipment specification needs to meet schedules with efficiency. Temporary water lines should be connect by the end of next week, Mr. Boucher said.

Map Updates from Meridian – Superintendent Boucher said he would obtain additional maps and forward the information electronically to Commissioner White.

Elimination of a Flat Rate for Customers with Wells – Superintendent Boucher and Mrs. Hardwick are working on a strategy to come with an accurate billing rates, and are investigating costs of meter installation for quarterly billing for customers with sewer connections and wells. Initially there looks to be 11 commercial customers and three residential customers on West Elm Street vicinity, involving a high loss of revenue. Vice-Chairman Putnam expressed his concern of silt obstructing meters set at places with higher flows and the associated potential for liability. Commissioner White said a comparison of the potential for loss vs. the anticipated revenue must be considered. Mrs. Hardwick is working on a spreadsheet and will present information at a future meeting.

Activities Report – Reviewed by the Commissioners.

Future Appointments/Meetings:

The next Water and Wastewater Commissioners’ meeting will be held at 6:00 p.m. on Tuesday, July 5, 2011 at the Water Utilities Department, 564 Nashua Street.

Adjournment:

A motion to adjourn the regular meeting was made by Chairman Courage at 7:00 p.m. Commissioner White seconded the motion. All voted in favor.

Respectfully submitted,

Evelyn B. Gendron

Robert E. Courage, Chairman

Date

Michael E. Putnam, Vice-Chairman

Date

Dale A. White, Commissioner

Date

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